

**MOVING IMAGE ARCHIVING & PRESERVATION PROGRAM  
DIRECTED INTERNSHIPS, CINE-GT 2911, SPRING 2015**

*Version 1.1*

**Instructor:** Kimberly Tarr

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**Office Hours:** By appointment

**Location:** 721 Broadway, room 635

**Class Meetings:** 3:30 PM-5:00 PM on

Wednesdays 2/2, 2/9, 3/2, 3/9, 4/6, 4/20, 5/4

## **SCOPE**

This class will revolve around MIAP student internships in New York City-based organizations. The class will include students interning at least 15 hours per week for 14 weeks. The internships provide hands-on experience with moving image material, as well as exposure to the various types of institutions that handle these materials. Students meet as a group with the instructor to contextualize the internship experience, contemplate theory versus practice, discuss archiving and preservation approaches, pose questions, and identify issues or concerns related to their work.

## **GOALS**

The goal of this seminar course is to increase students' knowledge and understanding through collaboration and the sharing of collective experience. An emphasis will be placed on learning from the experience of others, as well as learning through the teaching of others. Students will share and discuss skills, gained knowledge, questions, and observations. Students will also gain a stronger understanding of the current field of moving image archiving and preservation. The course will help prepare students for careers post-graduate school.

## **EXPECTATIONS**

Students are expected to continually uphold the [Guidelines for Ethics and Professional Practices](#); please ensure that you have reviewed these guidelines.

***Attendance & Active Participation*** -- In addition to the on-site internship commitments outlined below, students are expected to attend all group meetings and to make substantial contributions to group discussions. Arrive to class prepared to share your experiences: what you have learned and observed, as well as questions or issues with which you need assistance. Students are encouraged to suggest topics for discussion that may be of interest and/or benefit to the group.

Students should be prepared to discuss assigned readings in class. When guest speakers are scheduled to visit, students will be expected to research the guest's institution and position prior to class so as to ask informed questions. Unexcused absences will affect final grades.

Because the nature of this course relies heavily on active participation and discussion, students will be asked to refrain from using digital devices (laptop computers, phones, etc.) during class time unless required for a class presentation.

**Internship Agreement (assignment #1)** -- At the beginning of the semester, students currently interning must negotiate a written agreement with the supervisor at the internship site. The Internship Agreement must outline the goals of the internship, tasks to be performed, and a work schedule (including start and end dates). The internship supervisor must submit the agreement in electronic form as acknowledgement that the agreement meets his/her approval.

To facilitate this, students must:

- Send the Internship Agreement in electronic form to the supervisor, CC'ing the instructor ([kimberlytarr@nyu.edu](mailto:kimberlytarr@nyu.edu)).
- In your message, ask the supervisor to review the agreement. If revisions need be made, the supervisor and intern should work together to edit the document.
- When the document has been finalized, the supervisor should email the final Internship Agreement to the instructor to indicate acceptance of the agreement. The instructor must receive approval directly from the supervisor.

**Mid-Term Internship Report (assignment #2)** -- Halfway through the semester, interning students will submit a Mid-Term Internship Report. This report is expected to be 500 words minimum and address the following:

- Description of intern projects and tasks performed, to date;
- Skills the intern is developing and/or strengthening;
- Whether the internship goals will be met considering the time remaining in the semester; and
- Any scheduling or supervision concerns.

**Final Internship Report (assignment #3)** -- At the end of the internship, interning students will write a Final Internship Report, following the same submission protocol outlined above. This report is expected to be 1,500 words minimum and should address the following:

- Background and overview of the institution;
- Overview and history of the collection;
- Physical description of the collection;
- Description of intern projects and tasks performed;
- Skills developed or strengthened;
- What you hope to get out of future internships (if applicable);
- The internship requirement(s) fulfilled; and
- If goals and/or tasks differed from the Internship Agreement, the reasons for the changes should be documented.

**Internship Evaluation Survey (assignment #4)** -- At the end of the internship, each student will

complete an Internship Evaluation Survey detailing his/her experiences. The MIAP Department also requires that students submit two digital photos (with descriptive captions), which document their activities at the internship site.

Please note: Internship supervisors will also complete an Intern Evaluation for review by the instructor; these evaluations -- in which supervisors rate your performance, attendance/punctuality, and quality of your work -- will be factored into final grades.

## **ASSIGNMENTS**

All assignments must be submitted in electronic form and conform to the departmental file-naming convention (15s\_2911\_lastname\_aX, where X indicates the assignment number). Assignments received after the date will result in a lower grade or an incomplete.

#1 -- Internship Agreement (due 2/13/15)

#2 -- Mid-Term Report (due 3/13/15)

#3 -- Final Report (due 5/8/15)

#4 -- Internship Evaluation Survey (details on survey will be emailed by Alicia Kubes in late April/early May; must complete by due 5/8/15)

## **GRADING CRITERIA**

- Unexcused absences and more than one excused absence will negatively impact your grade
- Class participation reflects active engagement in learning and discussing issues related to archiving and preservation
- Preparedness, which may include initiating discussion and asking questions of guest speakers
- Quality of assignments submitted
- Assignments submitted on or before due date
- Internship supervisor satisfaction with the quality of intern's performance, attendance, and work habits
- Satisfactory accomplishment of tasks outlined in Internship Agreement
- Fulfilling MIAP internship requirements (see below)

## **CLASS MEETING DATES**

### **Class 1: February 2**

- Welcome and Introductions
- Review course syllabus: class schedule, expectations, and assignments
- Class Discussion: Spring 2015 Internship Placements and Internship Agreements

## **Class 2: February 9**

### *Assigned reading:*

- Owens, Trevor. "Getting Public Radio's Legacy Off Aging Rewritable CDs: An Interview with WNYC's John Passmore." *The Signal*. <http://blogs.loc.gov/digitalpreservation/2014/02/getting-public-radios-legacy-off-ageing-rewritable-cds-an-interview-with-wnycs-john-passmore/>
- Passmore, John. "The Ghosts of Mayors Past Advise de Blasio on Dealing with Snow." WNYC Blog. <http://www.wnyc.org/story/ghosts-mayors-past-advise-de-blasio-eve-snowstorm/>

### *Agenda:*

- Discussion -- Spring 2015 internships; Preparing for Culpeper trip
- Guest Speaker: John Passmore, Archives Manager, [WNYC](#) (MIAP Class of 2009)

*Assignment #1 Due: Friday, February 13 -- Internship Agreement*

## **Class 3: March 2**

### *Assigned reading:*

- *Archivists' Guide to Archiving Video*, WITNESS. <http://archiveguide.witness.org/>; students should familiarize themselves with the entire guide but focus on the right-hand sidebar "takeaways"

### *Agenda:*

- Discussion -- Spring 2015 internships
- Review Library of Congress Packard Campus visit
- Guest Speaker: [to be confirmed] Yvonne Ng, Senior Archivist, [WITNESS](#) (MIAP Class of 2008)

## **Class 4: March 9**

### *Assigned reading:*

- "The Things We Do—#2: Interview with Kathryn Gronsbell." AVPS Blog. <http://www.avpreserve.com/blog/the-things-we-do-2-interview-with-consultant-kathryn-gronsbell/>

### *Agenda:*

- Discussion -- Spring 2015 internships and Mid-Term Report
- Discuss summer 2015 internship opportunities
- Guest Speaker: Kathryn Gronsbell, Consultant, [AVPreserve](#) (MIAP Class of 2012)

*Assignment #2 Due: Friday, March 13 -- Mid-Term Internship Report*

## **Class 5: April 6**

### *Assigned reading:*

- Rossi-Snook, Elena. "Persistence of Vision: Public Library 16mm Film Collections in America." *The Moving Image*, 5.1 (Spring 2005): 1-27. [http://muse.jhu.edu/journals/the\\_moving\\_image/v005/5.1rossi-snook.pdf](http://muse.jhu.edu/journals/the_moving_image/v005/5.1rossi-snook.pdf)
- Recent NYPL/UnionDocs film preservation project (*Los Sures*, Diego Echeverria, 1984) and crowd-sourced film preservation projects:

<https://www.kickstarter.com/projects/uniondocs/living-los-sures?ref=card>

*Agenda:*

- Discuss thesis presentations
- Guest Speaker: Elena Rossi-Snook, [NYPL Reserve Film and Video Collection](#)

**Class 6: April 20**

*Agenda:*

- Fall 2015 Internships: selection and placement
- Discussion -- Spring 2015 internships
- Guest Speaker: TBA

**Class 7: May 4**

*Agenda:*

- Review final assignments
- Discuss summer 2015 internship placements

*Assignments #3 & #4 Due: Friday, May 8 -- Final Report and Internship Evaluation Survey*

**MIAP INTERNSHIP REQUIREMENTS**

Students are required to complete two semester-long internships (15 hours per week for 14 weeks) and one full-time summer internship (35 hours per week for 10 weeks).

Of these internships:

- At least one internship must involve an aspect of collections management
- At least one internship must involve restoration/preservation and/or vendor relations
- At least one internship must deal with video
- At least one internship must deal with film

*Please note: one internship can fulfill more than one requirement.*

If any internship hours are missed during this 14-week period due to MIAP class trips or for another reason, the supervisor and student are expected to determine if and how those hours will be made up. For additional information, please visit the MIAP Internship page or contact your instructor.

Visit [MIAP Internship Guide](#) for additional information.